



## RESERVOIR HIGH SCHOOL MUSIC DEPARTMENT STATEMENT OF POLICIES

Dear Members, Parents and Guardians:

In order to maintain a high level of performance and discipline, each member must know what is expected of him/her. It is necessary for each member to adhere to the expectations listed below. Each student's participation in any Music Department function is contingent upon this policy being signed and returned to your Director. Should you have any questions, contact Mr. Dubbs and he will be happy to answer them.

Sincerely,

Reservoir High School Music Department Directors

### Definitions:

- Scheduled Performance** - The public presentation of the Reservoir High School Music Department.
- Mandatory Rehearsal** - A practice session a member **MUST ATTEND** in order to participate in the next scheduled performance(s).
- Suspension** - To temporarily disbar a member from performing although he/she must be present.
- Exclusion** - To disbar a member from performing for the remainder of the current school year.

Each member shall follow ANY and ALL directives and commands by Directors, Drum Majors, director-appointed Student Leaders, Substitute Teachers, and Chaperones. Instructions are to be followed the first time given.

1. There is no food or drink allowed in the music suite unless permission is given by directors.
2. All students are responsible for proper use of practice rooms, equipment, music, uniforms, and other necessities that are property of the Howard County Public School System or Reservoir High School. Abuse or neglect will result in the loss of the individual's use of the item, disciplinary action if warranted, and that individual becoming financially responsible for repairs or, if determined un-repairable, the items replacement. Students must also receive permission to use the rooms in the music suite when it is for anything other than class.
3. The Music Department offers an "open door" policy to students. However, students are prohibited from phone or office use unless given specific permission by the directors. Failure to comply could result in disciplinary action as decided by the directors.



4. Each member is to actively schedule his/her activities so that he/she is able to attend all Reservoir High School Music Department functions that pertain to the member. The calendar is issued at the beginning of the year, so that all conflicts may be avoided. Work or transportation issues are not excuses for missing a scheduled event.
5. It is expected that Music Department members practice at home a minimum of 20 minutes a night. Furthermore, unless otherwise instructed by your Music Department Director, students should complete homework individually.
6. Attendance of a practice session prior to a scheduled performance shall be designated as MANDATORY. Absence from these mandatory practices will result in that member NOT performing in that particular scheduled performance(s). There will be NO EXCEPTIONS for any member of the Music Department.
7. Music Department directors may exercise their prerogative to call additional practice sessions for any/all performing groups. These will be held to a minimum and take place only when deemed necessary with at least 2 weeks prior notice.
8. All planned performance absences shall require parental written notice delivered to your director AT LEAST one week prior to the performance(s) to be missed.
9. Excused absence from a mandatory practice shall be for illness, family emergency, major pre-planned family events (weddings, vacations, etc.), court appearances, and only those reasons considered legitimate by the school board for regular school day absence. It is understood that if a student attends school, they are able to attend that day's after-school/evening mandatory rehearsal unless worked out with their director one week prior to event with written parental note.
10. Any student who leaves the Music Department shall have all funds in their personal account held in escrow until their graduation. As these funds have been raised for Music Department purposes, all escrow and active accounts' balances will be applied to the general Music Department Boosters expenses or a sibling's account upon the member's graduation.
11. All members shall ride with the Music Department to and from events when bus transportation is provided. An exception may be made when a member produces a parental note giving the member permission to leave after the performance in a private car. The notes MUST be presented to your director three days prior to departure from school for the Principal's approval.
12. For performances, all members must leave all personal articles that cannot properly be worn within the uniform itself on the buses, in Music Department classrooms, or in their cars. The only exception shall be at the Marching Band director's discretion for cold weather as coats may then be permitted to be worn in the football stands, but may not be worn or carried by a member as the Marching Band enters and exits the football area.
13. Band members are expected to stay in concert attire and maintain proper concert etiquette for the duration of a concert, not just the students' performance on stage.
14. For the Marching Band, during all home and away football games, each member is to stay with the entire unit in the stands with the exception of the third-quarter of play or for an emergency. NO MEMBER is to leave the ensemble without prior permission from his/her director or chaperone.



15. The Music Department has the expectation that ALL students actively participate in fundraisers. Funds earned through Music Department fundraisers can be used to subsidize any/all Music Department expense(s) (i.e. Spring Trip, Jacket, Concert Dress, Participation Fees, etc.).
16. Failure to meet required "TURN IN" times and dates will result in the lowering of your grade as well as a negative mark toward the participation of the Spring Trip. This involves uniforms, money, forms, music, permission slips, and instruments.
17. There shall be NO gum chewing during performances, practices, sectionals, or rehearsals.
18. Regardless of age, no student is to POSSESS, USE, BE UNDER THE INFLUENCE, OR IN THE PRESENCE OF DRUGS, TOBACCO OR ALCOHOL AT ANY TIME. Disregard of this policy during a Music Department function shall result in the member being held accountable in accordance with the Howard County Department of Education's Drug and Alcohol Policy.
19. The Spring Trip is viewed as a reward for hard work and dedication throughout the school year. Consequently, student behavior or lack of involvement prior to and during the Spring Trip may result in that student not being eligible for participation on that years or following years Spring Trips. Such decisions will be made by the Directors without debate. Students must also be academically eligible to participate in the spring trip in accordance with the extra-curricular/athletic eligibility policies. If students do not know the requirements of this policy, please refer to policy #10124 in the student handbook.
20. In addition to the students being in good academic standing as well as meeting the behavioral expectations, students will also be required to earn twenty (20) hours of service to the RHS Music Department. Service hours can be earned through participation in a variety of non-performance and fund-raising events including carwashes, sub-preparation day, All State Band and Orchestral auditions, etc. Students will only be able to earn up to six (6) hours per semester (Semester I – 1<sup>st</sup> and 2<sup>nd</sup> Marking Periods, Semester II – 3<sup>rd</sup> and 4<sup>th</sup> Marking Periods).
21. All Music Department students and parents are encouraged to frequently monitor the Reservoir High School Music Department Website (<http://rhsmusic.wikispaces.com>) Course Syllabi and Grading Policies, as well as the Music Department Calendar, and other important pieces of information are always available. By signing this form parents/guardians are also giving permission for students to be posted on the RHS Music Department Website.



## Reservoir High School Music

2008-2009

Any failure by a member to comply with the above policies shall result in a director meeting to consider possible actions to be taken regarding his/her future Music Department participation and status. Such decision will be adhered to by all concerned parties without debate.

As a member of the Reservoir High School Music Department, I have read the policy statement regarding this department's functions and activities and agree to abide by them.

\_\_\_\_\_  
Student's PRINTED Name      Student's Signature      Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

As a Parent/Guardian of a member in the Reservoir High School Music Department, I have read the policy statements regarding this department's functions and understand that my son/daughter is subject to all rules and regulations contained herein and agree to abide by them.

\_\_\_\_\_  
Parent/Guardian's PRINTED Name      Parent/Guardian's Signature      Date: \_\_\_\_/\_\_\_\_/\_\_\_\_